

## Fire Department Inspections for Business License

You are required to pass a fire inspection before your Business License can be issued. The Business License Department will identify each license that requires an inspection and you should specify each license when making arrangements for your Fire inspection(s).

A complete Fire Permit Survey Form is required with your business license application. If you answered “yes” to any of the questions, you may need a permit. The Business License Department will transmit your Permit Survey Form to the Fire Department. *Make sure that you include a return fax number on the form!* The Fire Department will review, sign, and fax the form back to you. The response will identify any permits required by the Fire Department for your business.

1. Apply for any required Fire permits as noted on the Permit Survey Form. You may access Fire Department permit applications and guidelines online or in person at the Fire Department.
2. Apply for any other permits required by other agencies (Air Quality, Development Services, Business Licensing, Current Planning, Health, etc.).

When the Development Services (Zoning) department has approved your Business License location and the required Fire Department permit(s) and approvals are complete, you may schedule your Fire Inspection(s). You must have an inspection for each business license that requires a Fire inspection.

Note that you must have your Business License ID number(s) available when applying for your Fire Department inspection. This number is printed on your Business License receipt and is required by the Fire Department for inspection scheduling.
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The Fire Department will contact you approximately two weeks after your application is processed to schedule your inspection. Inspections are performed during regular Fire Department inspection hours (Tuesday – Thursday from 8:00 AM – 4:00 PM). There is no charge for business license inspections performed during normal inspection hours.

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You may contact a Fire Department scheduler at 702-455-7316 (Option 1, Option 3) if you need to have your business license inspection performed on overtime inspection application. *Note that fees apply for overtime inspections.*